

Assistant Project Manager

This position requires basic knowledge of commercial design and construction processes. The ability to work and think independently, while managing within a project team environment, is critical.

The Assistant Project Manager's role is to work within project management team to represent the Owner / Client throughout the project. The position will require continuous interaction with Project Managers, client personnel, architects, engineers, contractors and material vendors.

Successful candidates for Assistant Project Manager will possess the following:

- At least one undergraduate or post-graduate degree in Architecture, Engineering, or Construction Management
- Above average problem-solving skills
- Excellent written and verbal communication skills
- Superior organizational skills
- Above average computer skills
- Possess the ability to work in a professional Team environment
- Working knowledge of the commercial building design process

The primary responsibility of an Assistant Project Manager is to support the Project Manager in their role as the primary POC on a project. Specific tasks include, but are not limited to, the following:

Meeting scheduling
Meeting Agenda development
Meeting Minute documentation and distribution
Project file maintenance
Drawing distribution and tracking
Jurisdictional approval process management
Preliminary project schedule development and updates
Preliminary project budget development
RFP and competitive bid document development
Bid and proposal codification and preliminary analysis
On-site progress inspections
Progress report development and distribution
Project task development and management
Team correspondence tracking / management